Value of Clutter Removal and Organizing

- Removing clutter and organizing results in reduced risks such as slips, trips, falls, and fire.

- Allows for finding documents when you want them.

- Increases the amount of time available for higher priorities.

- Creates a higher probability of completing projects in a timely manner.

- Reduces risk of infestation by roaches, gnats, and ants.

- Reduces stress by encouraging more control over the work day and work space.

- Creates a more professional office appearance.